

RefWorks Basics

Managing citations and creating bibliographies

1 Create your account

- Go to lrts.stcloudstate.edu/library (using an SCSU computer)
- Click on "RefWorks [Login]"
- Click on "Sign up for an Individual Account"

Note: From a non-SCSU computer, you will need to use the group code **RWStCloudSU** to access your RefWorks account.

2 Locate articles and citations to add to your database

- Go to lrts.stcloudstate.edu/library and in the Library Search box select the "Articles and databases" tab
- Click on the "All Databases" link and start your search

3 Select and organize citations

- Go to lrts.stcloudstate.edu/library/research/RefWorksHelp.asp for instructions on exporting to RefWorks from specific databases
- Log into RefWorks and click on "View Last Imported Folder"
- Create a new folder to organize citations, if desired

4 Create a bibliography

- Open the Bibliography menu on the top toolbar
- Select the "Output Style" (e.g. APA, MLA, Chicago)
- Choose the document and/or bibliography you want to format
- Select the word processing "File Type" for your bibliography (i.e. Word)
- Select references to be included ("All References," "My list" or "References from ...")
- Click "Create Bibliography" button when complete



Search databases



Select citations



Export citations to RefWorks



Create bibliography

Caution:

RefWorks can make formatting errors. You must proofread for errors such as italics instead of underlining, extra information, duplicate entries, missing page numbers, etc. Refer to the style guide located in the 1st Floor Ready Reference or a Web page on citing. Also, RefWorks uses pop-up windows, so you may need to disable your browser's pop-up blockers or manually allow pop-ups from RefWorks.

Additional import methods for citations:

- Save as a text file (.txt) from other databases and import into RefWorks
- Create references manually by copying and pasting information into RefWorks (works well for Web sites)
- Download Write-N-Cite to cite in your word processing program (find in RefWorks "Tools" menu)
- Download RefGrab-It to capture bibliographic info from Web pages (find in RefWorks "Tools" menu)

Additional Resources

Reference Desk/Ask a Librarian

Miller Center-1st Floor West • 320-308-4755 • 877-856-9786 (toll free)
askref@stcloudstate.edu • lrts.stcloudstate.edu/library/research/askalibrarian.asp
Mon-Thurs 8 a.m. - 9 p.m., Fri 8 a.m. - 4 p.m., Sat 10 a.m. - 5:45 p.m., Sun 1 - 9 p.m.

RefWorks Tutorial: www.refworks.com/tutorial

RefWorks Help: lrts.stcloudstate.edu/library/research/RefWorksHelp.asp

Library
In the Miller Center

